

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Caltrans Landscape Maintenance Worker	<b>DISTRICT/DIVISION/OFFICE</b> 06/Maintenance	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b> 906-640-6297	<b>EFFECTIVE</b>

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:** Under the supervision of a Caltrans Maintenance Supervisor and/or a Maintenance Leadworker, incumbent will perform the following: Maintain functional and landscape plantings; perform weed control and soil sterilization work; operate specified vehicles requiring a Class C driver license, such as light trucks, automobiles, highway maintenance, construction, or landscape equipment; and do other related work. May also be assigned to perform non equipment operation duties normally assigned to the class of Caltrans Highway Maintenance Worker as part of their normal assignment.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% (E)	Landscape maintenance work on planted areas bordering freeways and highways including pruning, weeding, litter removal and other related work. Use of a variety of hand and power tools; irrigation of landscaping; maintenance and minor repair of irrigation systems; herbicide and pesticide use, use of respirator.
30% (E)	Maintenance station: Custodial work, minor repairs, and landscape maintenance repairs. Equipment training, equipment cleaning and minor repairs, operating equipment (per MOU and appropriate license).

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<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

- 10% (M) Traffic control: Flagging, setting out and picking up all types of traffic control devices and lane closures per Chapter 8 of the Safety Manual, operating shadow vehicles.
- 10% (M) Assist in road maintenance duties normally assigned to a Caltrans Highway Maintenance Worker. Equipment training, equipment cleaning and minor repairs; operating equipment (per MOU and appropriate license).

### ***SUPERVISION EXERCISED OVER OTHERS***

Normally does not supervise.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

Knowledge of required safety practices. Knowledge of the minimum levels of maintenance as described by Department Policy and Department Maintenance Manual, proper signing, flagging and lane closure procedures is required. Knowledge of and the ability to maintain and operate routine highway automotive and construction equipment. The incumbent must be familiar with routine highway maintenance work, provisions of the California Vehicle Code applying to the operation of vehicles. Make minor adjustments and emergency repair of such equipment. Ability to analyze situations accurately and adopt an effective course of action. The ability to communicate and follow directions written or verbal at a level required for successful job performance; do manual labor, record the use of equipment and materials. Knowledge of training techniques and basic first aid. Must have a valid California Drivers License, Class C.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

When confronted with an emergency situation, the Caltrans Landscape Maintenance Worker's judgement should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

### ***PUBLIC AND INTERNAL CONTACTS***

The incumbent may be asked to work with California Highway Patrol representatives, other government agency representatives and members of the public as well as all levels of Caltrans Management

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to move heavy objects, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

### ***WORK ENVIRONMENT***

Incumbent can expect to be outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and ability. In addition, the job will require incumbent to work on or near roadways with vehicular traffic. Incumbent may be required to work with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway maintenance work. Workers may be required to work rotating or irregular shifts, including weekends, nights and in emergency situations. Work hours usually will be 0700 AM to 1530 PM. To help the Department with scheduling, incumbents may be asked to work alternate work shifts, such as but not limited to 9/80, 4/10 or night work. Current summer hours are 0630 AM to 1500 PM.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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Employee's Name

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Signature

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Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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Supervisor's Name

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Signature

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Date